



General Safety Inspection

Division:	Department:	Facility:
Building:	Area:	Inspection Date:
Inspection Personnel:		

FIRE/EMERGENCY EVACUATION	YES	NO	N/A	COMMENTS	INTERIM ACTION TAKEN	CORRECTION ACTION
Are emergency evacuation routes visible?						
Are exit signs illuminated/reflective?						
Are emergency lights functional?						
Are Fire Extinguishers compliant and unobstructed (3 ft. clearance)?						
Are fire alarm pull stations unobstructed?						
Are all fire doors, exit doors and means of exit kept clear at all times?						
Are all walls, doors, and smoke barriers free of holes or penetrations?						
Is there 2' clearance between all storage and the ceiling? (non-sprinkler)						
Is there 18" clearance between all storage and smoke detectors/sprinkler heads?						
Are sprinkler heads clean?						
Is there 3' of clearance around heater/heat source?						
Are doors found without use of door props, wedges or similar devices?						
Are doors properly latched?						
GENERAL SAFETY						
Is lighting adequate in all areas?						
Are chairs in safe condition?						



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GENERAL SAFETY (cont'd)	YES	NO	N/A	COMMENTS	INTERIM ACTION TAKEN	CORRECTION ACTION
Are filing cabinets stable?						
Is first aid readily available?						
If portable heaters are in use, are they compliant with DHHS policy?						
WALKING/WORKING SURFACES						
Are safety warning signs posted for hazardous conditions (e.g., wet floor, tripping hazard)?						
Are telephone and computer cords secured to floor, under desk or along baseboards?						
Are carpeted areas secured to floor and free of worn or frayed seams?						
ELECTRICAL						
Are only three pronged extension cords in use?						
Are outlet expanders/adapters prohibited?						
Are Surge Protectors/Power Strips used correctly?						
Are extension cords used only as temporary wiring?						
Are ground pins present on equipment cords?						
Are outlet/switch covers present, intact, and undamaged?						
Are light bulbs present in all sockets?						
Are all appliances coffee makers, toaster ovens, etc. UL Listed for COMMERCIAL USE or if for HOUSEHOLD USE ONLY are they being used in a manner consistent with UL Listing design?						
Are electrical circuit breaker panels free from obstructions?						
Are electrical circuit breakers labeled?						
Are all electrical openings covered?						

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HAZARDOUS MATERIALS	YES	NO	N/A	COMMENTS	INTERIM ACTION TAKEN	CORRECTION ACTION
Are emergency eyewash / showers available where corrosive materials are stored?						
Are emergency eyewash / showers tested and documented weekly?						
Are emergency eyewash / showers in a sanitary condition and readily available for use?						
Are SDS's readily available / maintained?						
Are chemical inventories readily available / maintained?						
Are all hazardous chemical containers properly labeled? (original and secondary containers)						

ADDITIONAL COMMENTS:[illegible]